

# CFCNCA Nexus

## Registration Instructions



# 1. Visit cfcnca.org to access Nexus



The screenshot shows the CFCNCA website homepage. At the top is the CFC logo and a search bar. Below the navigation bar are three main buttons: "DONATE NOW", "CAMPAIGN WORKERS", and "CHARITIES & FEDERATIONS". The "QUICK LINKS" section contains a grid of buttons, with a blue arrow pointing to the "NEXUS" button. Other buttons include "myPay", "EEX", "News and Events", "Pledge Drop-Off Locations", "Charity Search", "Marketing Materials", "Loaned Executives", and "Shared Stories". The "TOP STORIES" section features a video thumbnail for the "Official 2014 Campaign-Wide Kickoff". At the bottom, there are sections for "TUTORIAL OF THE WEEK" (Nexus Registration), "CAMPAIGN VIDEO" (2014 CFCNCA Campaign Video), and "CONNECT WITH US" (Facebook and Twitter links).

**QUICK LINKS**

- NEXUS
- myPay
- EEX
- News and Events
- Pledge Drop-Off Locations
- Charity Search
- Marketing Materials
- Loaned Executives
- Shared Stories

**TUTORIAL OF THE WEEK**

Nexus Registration

**CAMPAIGN VIDEO**

2014 CFCNCA CAMPAIGN VIDEO ...

**CONNECT WITH US**

Facebook: /cfcnca

Twitter: @cfcnca

## 2. Click the REGISTER button to begin



The screenshot displays the CFC website interface. At the top left is a night-time photograph of the U.S. Capitol building. To its right is the CFC logo, which consists of a red star with a blue outline and the text "CFC" in blue, with "Combined Federal Campaign of the National Capital Area" in smaller text below. Below the header, there are three main sections. The first section, titled "THIS CAMPAIGN IS TURNED OFF" in a red header, contains a message: "You may login to view past pledges. You may also register for the first time but you will not be able to donate until the campaign begins." Below this message are two blue buttons: "REGISTER" and "LOGIN". A large blue arrow points from the left towards the "REGISTER" button. Below these buttons is a red octagonal sign that reads "PLEDGING IS OFF". The second section, titled "CAMPAIGN TOTALS" in a blue header, displays the text "No Pledges Yet for 2014". The third section, titled "CONTACT THE CAMPAIGN" in a blue header, features a green circular graphic with a white envelope icon and a blue cursor arrow pointing at it, with the text "Contact Campaign" below.

**THIS CAMPAIGN IS TURNED OFF**

You may login to view past pledges. You may also register for the first time but you will not be able to donate until the campaign begins.

**REGISTER** **LOGIN**

**PLEDGING IS OFF**

**CAMPAIGN TOTALS**

No Pledges Yet for 2014

**CONTACT THE CAMPAIGN**

Contact Campaign

### 3. Select your federal agency.

**SELECT YOUR FEDERAL AGENCY BELOW**

SEARCH FEDERAL AGENCIES BY KEYWORD, NAME, ADDRESS, ETC

[reset](#)

Access Board	SHOW
Administrative Conference of the United States	SHOW
Administrative Office of US Courts	SHOW
Advisory Council on Historic Preservation	SHOW
African Development Foundation	SHOW
American Battle Monuments Commission	SHOW
Appalachian Regional Commission	SHOW
Architect of the Capitol	SHOW
Armed Forces Retirement Home	SHOW
Broadcasting Board of Governors	SHOW
Central Intelligence Agency	SHOW

current

**COMPLETE YOUR REGISTRATION** ALL FIELDS ARE REQUIRED

pending

[login with my username/password](#) [recover my password](#)

## 4. Fill in all fields under COMPLETE YOUR REGISTRATION

REGISTER FOR CFC OF THE NATIONAL CAPITAL AREA

SELECT YOUR AGENCY GROUP BELOW

YOU SELECTED: CFC NATIONAL CAPITAL AREA - ID:5100000

change

completed

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

TITLE/RANK TYPE

Civilian

TITLE/RANK

Mr.

FIRST NAME

Bill

LAST NAME

Compton

YOUR EMAIL CAN BE AT ANY OF THE FOLLOWING DOMAINS  
[kennedy-center.org](#), [voanews.com](#), [ndu.edu](#), [cna.org](#), [fs.fed.us](#), [pdsdc.org](#), [si.edu](#), [ushmm.org](#), [usuhs.edu](#),  
[voanews.com](#), [wilsoncenter.org](#), [cfcncnca.org](#)  
- OR -  
YOUR EMAIL CAN END IN ANY OF THE FOLLOWING SUFFIXES  
[.mil](#), [.gov](#)

ENTER YOUR EMAIL ADDRESS

support

@

cfcncnca.org

CONFIRM YOUR EMAIL ADDRESS

support

@

cfcncnca.org

USERNAME/LOGIN  
case sensitive

Richard

PASSWORD  
case sensitive / min 6 characters

\*\*\*\*\*

CONFIRM PASSWORD  
case sensitive / min 6 characters

\*\*\*\*\*

click here to complete your registration

current

# 5. Check your email for registration confirmation

An email will automatically be sent to you after you complete registration in NEXUS. You must click (or copy and paste) the link in your email to verify your email and finish registering your account.

For questions, contact the campaign: [support@cfcnca.org](mailto:support@cfcnca.org) or (202) 465-7200.  
**Do not reply to this email - the mailbox is unattended.**



Richard, thank you for registering at the CFC of the National Capital Area's CFC Nexus Pledging System!

Your login/username is: **Richard**

Because this is your first time on the system, please click the link below to verify your email address.

Once you click the link you will be asked to log in with the login/password you have just created.

[Activate My CFC of the National Capital Area's CFC Nexus Pledging System Account!](#)



If you do not see the email in your inbox within 15 minutes, check your spam filter or junk mail folder.

## 6. Click the link LOGIN NOW TO THE FULL SITE

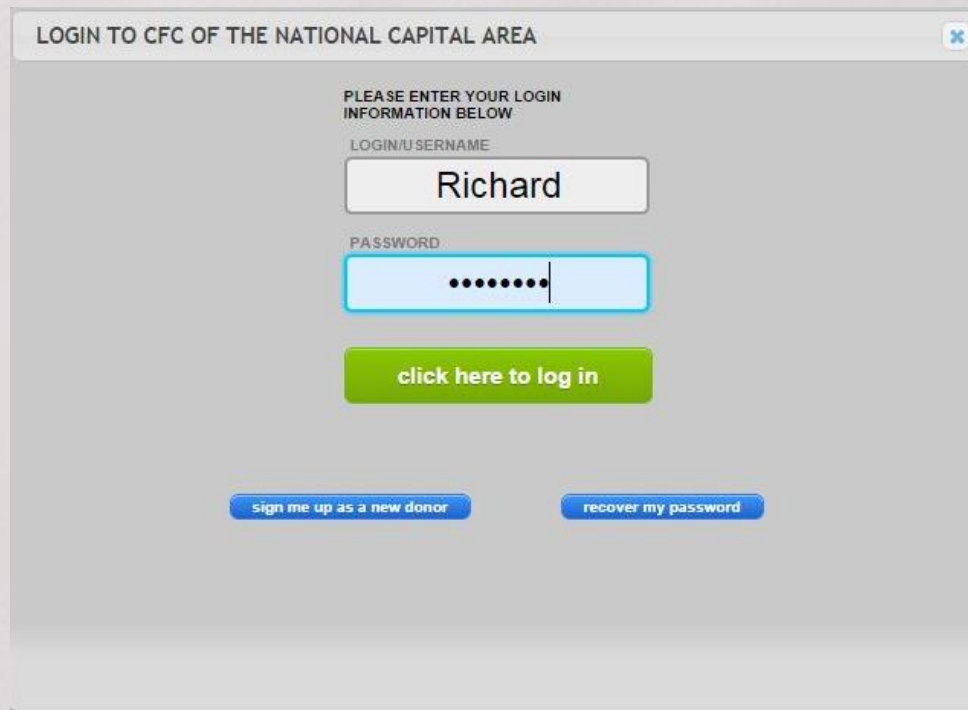
### REGISTRATION EMAIL VALIDATION

Your email address and registration have been verified. Click the link below to log in with your username/login and password that you entered during registration.

[LOGIN NOW TO THE MOBILE SITE](#)

[LOGIN NOW TO THE FULL SITE](#)

7. Use the credentials you created earlier in the registration process to login to your account.



A screenshot of a web browser window titled "LOGIN TO CFC OF THE NATIONAL CAPITAL AREA". The page has a light gray background. At the top, it says "PLEASE ENTER YOUR LOGIN INFORMATION BELOW". Below this, there are two input fields. The first is labeled "LOGIN/USERNAME" and contains the text "Richard". The second is labeled "PASSWORD" and contains a series of dots, indicating a masked password. Below the password field is a green button with the text "click here to log in". At the bottom of the page, there are two blue buttons: "sign me up as a new donor" on the left and "recover my password" on the right.

8. When you see Smiley, You have successfully created your account and logged in to Nexus.

